



TORQ Analysis of Mail Clerks and Mail Machine Operators, Except Postal Service to Graders and Sorters, Agricultural Products

INPUT SECTION:

Transfer	Title	O* NET	Filters		
From Title:	Mail Clerks and Mail Machine Operators, Except Postal Service	43-9051.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Graders and Sorters, Agricultural Products	45-2041.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

OUTPUT SECTION:

Grand TORQ:

85

Ability TORQ				Skills TORQ				Knowledge TORQ			
Level		<div><div></div></div> 92		Level		<div><div></div></div> 84		Level		<div><div></div></div> 79	
Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
No Critical Gaps Recorded!				No Skills Upgrade Required!				No Knowledge Upgrades Required!			

LEVEL and IMPT (IMPORTANCE) refer to the Target Graders and Sorters, Agricultural Products. GAP refers to level difference between Mail Clerks and Mail Machine Operators, Except Postal Service and Graders and Sorters, Agricultural Products.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Mail Clerks and Mail Machine Operators, Except Postal Service	Graders and Sorters, Agricultural Products	Importance
Category Flexibility	41	34	53
Arm-Hand Steadiness	37	35	50

Skill Level Comparison - Abilities with importance scores over 69

Description	Mail Clerks and Mail Machine Operators, Except Postal Service	Graders and Sorters, Agricultural Products	Importance
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Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Mail Clerks and Mail Machine Operators, Except Postal Service	Graders and Sorters, Agricultural Products	Importance
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Experience & Education Comparison



Related Work Experience Comparison			Required Education Level Comparison		
Description	Mail Clerks and Mail Machine Operators, Except Postal Service	Graders and Sorters, Agricultural Products	Description	Mail Clerks and Mail Machine Operators, Except Postal Service	Graders and Sorters, Agricultural Products
10+ years	0%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	0%	0%
6-8 years	0%	0%	Post-Masters Cert	0%	0%
4-6 years	3%	1%	Master's Degree	0%	0%
2-4 years	1%	0%	Post-Bachelor Cert	0%	0%
1-2 years	3%	0%	Bachelors	0%	0%
6-12 months	10%	0%	AA or Equiv	0%	0%
3-6 months	4%	2%	Some College	6%	1%
1-3 months	7%	0%	Post-Secondary Certificate	1%	0%
0-1 month	5%	0%	High School Diploma or GED	37%	37%
None	63%	95%	No HSD or GED	54%	60%

Mail Clerks and Mail Machine Operators, Except Postal Service	Graders and Sorters, Agricultural Products
Most Common Educational/Training Requirement:	
Short-term on-the-job training	Work experience in a related occupation
Job Zone Comparison	
1 - Job Zone One: Little or No Preparation Needed No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before. These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license. Employees in these occupations need anywhere from a few days to a few months of training. Usually, an experienced worker could show you how to do the job.	1 - Job Zone One: Little or No Preparation Needed No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a cashier even if he/she has never worked before. These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license. Employees in these occupations need anywhere from a few days to a few months of training. Usually, an experienced worker could show you how to do the job.

Tasks	
Mail Clerks and Mail Machine Operators, Except Postal Service	Graders and Sorters, Agricultural Products
Core Tasks	Core Tasks
Generalized Work Activities:	Generalized Work Activities:
<ul style="list-style-type: none"> Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things. Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles). Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. Getting Information - Observing, 	<ul style="list-style-type: none"> Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events. Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things. Judging the Qualities of Things, Services, or People - Assessing the value, importance, or quality of things or people. Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.



receiving, and otherwise obtaining information from all relevant sources.

- Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Specific Tasks

Occupation Specific Tasks:

- Accept and check containers of mail or parcels from large volume mailers, couriers, and contractors.
- Add ink, fill paste reservoirs, and change machine ribbons when necessary.
- Adjust guides, rollers, loose card inserters, weighing machines, and tying arms, using rules and hand tools.
- Affix postage to packages or letters by hand, or stamp materials, using postage meters.
- Answer inquiries regarding shipping or mailing policies.
- Clear jams in sortation equipment.
- Contact delivery or courier services to arrange delivery of letters and parcels.
- Determine manner in which mail is to be sent, and prepare it for delivery to mailing facilities.
- Fold letters or circulars and insert them in envelopes.
- Insert material for printing or addressing into loading racks on machines, select type or die sizes, and position plates, stencils, or tapes in machine magazines.
- Inspect mail machine output for defects; determine how to eliminate causes of any defects.
- Lift and unload containers of mail or parcels onto equipment for transportation to sortation stations.
- Mail merchandise samples or promotional literature in response to requests.
- Operate computer-controlled keyboards or voice recognition equipment in order to direct items according to established routing schemes.
- Operate embossing machines or typewriters to make corrections, additions, and changes to address plates.
- Place incoming or outgoing letters or packages into sacks or bins based on destination or type, and place identifying tags on sacks or bins.
- Read production orders to determine types and sizes of items scheduled for printing and mailing.
- Release packages or letters to customers upon presentation of written notices or other identification.

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Inspecting Equipment, Structures, or Material - Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Specific Tasks

Occupation Specific Tasks:

- Discard inferior or defective products and/or foreign matter, and place acceptable products in containers for further processing.
- Examine product fibers through microscopes to determine maturity and spirality of fibers.
- Grade and sort products according to factors such as color, species, length, width, appearance, feel, smell, and quality to ensure correct processing and usage.
- Place products in containers according to grade and mark grades on containers.
- Record grade and/or identification numbers on tags or on shipping, receiving, or sales sheets.
- Separate fiber tufts between fingers to assess strength, uniformity, and cohesive quality of fibers.
- Weigh products or estimate their weight, visually or by feel.

Detailed Tasks

Detailed Work Activities:

- attach or mark identification onto products or containers
- grade, classify, or sort products according to specifications
- identify crop characteristics
- maintain safe work environment
- mark items for acceptance or rejection, according to conformance to specifications
- measure, weigh, or count products or materials
- perform safety inspections in agricultural, forestry, or fishing setting
- recognize plant diseases
- record test results, test procedures, or inspection data
- sort manufacturing materials or products
- understand second language
- use hazardous materials information
- use microscope
- use oral or written communication techniques
- use quality assurance techniques



- Remove containers of sorted mail/parcels, and transfer them to designated areas according to established procedures.
- Remove from machines printed materials such as labeled articles, postmarked envelopes or tape, and folded sheets.
- Seal or open envelopes, by hand or by using machines.
- Sell mail products, and accept payment for products and mailing charges.
- Sort and route incoming mail, and collect outgoing mail, using carts as necessary.
- Stamp dates and times of receipt of incoming mail.
- Start machines that automatically feed plates, stencils, or tapes through mechanisms, and observe machine operations in order to detect any malfunctions.
- Use equipment such as forklifts and automated "trains" to move containers of mail.
- Verify that items are addressed correctly, marked with the proper postage, and in suitable condition for processing.
- Weigh packages or letters to determine postage needed, using weighing scales and rate charts.
- Wrap packages or bundles by hand, or by using tying machines.

Detailed Tasks

Detailed Work Activities:

- answer customer or public inquiries
- demonstrate or explain assembly or use of equipment
- distribute correspondence or mail
- fill out business or government forms
- insert mail into slots of mail rack
- inspect mail preparation or handling machine output for defects
- inspect outgoing mail for conformance to standards or accuracy
- maintain inventory of office forms
- maintain records, reports, or files
- measure, weigh, or count products or materials
- monitor operation of document sorting machine
- monitor operation of mail preparation or handling machines
- operate alpha or numeric mail sorting systems
- operate business machines
- operate printing equipment/machinery
- package goods for shipment or storage
- process mail through postage machine
- process orders for merchandise
- proofread printed or written material



- provide customer service
- provide customer service in postal or mail service setting
- read work order, instructions, formulas, or processing charts
- set up production equipment or machinery
- sort mail letters or packages
- use computers to enter, access or retrieve data
- use oral or written communication techniques

Labor Market Comparison

Description	Mail Clerks and Mail Machine Operators, Except Postal Service	Graders and Sorters, Agricultural Products	Difference
Median Wage	\$ 23,250	\$ 17,170	\$(6,080)
10th Percentile Wage	\$ 15,120	\$ 14,650	\$(470)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 28,470	\$ 19,150	\$(9,320)
90th Percentile Wage	\$ 33,170	\$ 22,610	\$(10,560)
Mean Wage	\$ 23,730	\$ 17,900	\$(5,830)
Total Employment - 2007	490	170	-320
Employment Base - 2006	485	287	-198
Projected Employment - 2016	395	228	-167
Projected Job Growth - 2006-2016	-18.5 %	-20.5 %	-2.0 %
Projected Annual Openings - 2006-2016	13	4	-9

National Job Posting Trends

Trend for Mail Clerks and Mail Machine Operators, Except Postal Service

Trend for
Graders
and
Sorters,
Agricultural
Products



Data from [Indeed](http://Indeed.com)

Recommended Programs

Agricultural/Farm Supplies Retailing and Wholesaling

Agricultural/Farm Supplies Retailing and Wholesaling. A program that prepares individuals to sell agricultural products and supplies, provide support services to agricultural enterprises, and purchase and market agricultural products. Includes instruction in basic business management, marketing, retailing and wholesaling operations, and applicable principles of agriculture and agricultural operations.

No schools available for the program

Agricultural and Food Products Processing Operatio

Agricultural and Food Products Processing. A program that prepares individuals to receive, inspect, store, process, and package agricultural products in the form of human food consumables, animal or plant food, or other industrial products. Includes instruction in the nutrient and industrial properties of various agricultural products; logistics and storage procedures; chemical and mechanical processing operations; packaging; safety and health requirements; and related technical and business principles.

No schools available for the program

Maine Statewide Promotion Opportunities for Mail Clerks and Mail Machine Operators, Except Postal Service

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
43-9051.00	Mail Clerks and Mail Machine Operators, Except Postal Service	100	1	490	\$23,250.00	\$0.00	-19%	13
43-5053.00	Postal Service Mail Sorters, Processors, and Processing Machine Operators	88	2	970	\$41,950.00	\$18,700.00	-12%	10
51-6041.00	Shoe and Leather Workers and Repairers	80	2	90	\$25,030.00	\$1,780.00	-19%	3



51-9061.00	Inspectors, Testers, Sorters, Samplers, and Weighers	80	2	1,700	\$29,700.00	\$6,450.00	-14%	26
43-5051.00	Postal Service Clerks	79	2	580	\$44,780.00	\$21,530.00	-3%	13
29-2051.00	Dietetic Technicians	79	3	170	\$27,270.00	\$4,020.00	13%	7
43-5111.00	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	79	1	310	\$28,060.00	\$4,810.00	-3%	8
43-5052.00	Postal Service Mail Carriers	79	1	1,730	\$43,190.00	\$19,940.00	-3%	50
51-2021.00	Coil Winders, Tapers, and Finishers	79	2	90	\$31,910.00	\$8,660.00	-53%	1
51-3021.00	Butchers and Meat Cutters	79	2	430	\$31,310.00	\$8,060.00	5%	16
43-4031.03	License Clerks	78	2	1,190	\$27,650.00	\$4,400.00	9%	37
43-4031.01	Court Clerks	77	2	1,190	\$27,650.00	\$4,400.00	9%	37
43-5071.00	Shipping, Receiving, and Traffic Clerks	77	2	2,660	\$26,320.00	\$3,070.00	-1%	63
43-9071.00	Office Machine Operators, Except Computer	77	1	190	\$26,260.00	\$3,010.00	-5%	6
51-2092.00	Team Assemblers	76	2	3,850	\$23,730.00	\$480.00	-7%	82

Top Industries for Graders and Sorters, Agricultural Products

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Grocery and related product wholesalers	424400	15.19%	6,392	6,990	9.35%
Support activities for agriculture and forestry; primary job	115000	10.55%	4,442	4,283	-3.59%
Crop production; primary job	111000	9.50%	4,001	2,652	-33.71%
Grocery stores	445100	8.75%	3,684	4,020	9.11%
Animal production; primary job	112000	8.65%	3,642	3,229	-11.34%
Fruit and vegetable preserving and specialty food manufacturing	311400	7.60%	3,200	2,901	-9.33%
Employment services	561300	7.37%	3,103	3,928	26.56%
Animal slaughtering and processing	311600	6.85%	2,883	3,290	14.13%
Farm product raw material merchant wholesalers	424500	6.73%	2,831	2,111	-25.46%
Federal government, excluding postal service	919999	4.20%	1,767	1,671	-5.47%



Other food manufacturing	311900	3.53%	1,487	1,559	4.85%
Miscellaneous nondurable goods merchant wholesalers	424900	2.05%	861	936	8.72%
Seafood product preparation and packaging	311700	1.87%	786	701	-10.80%
Specialty food stores	445200	1.67%	701	667	-4.91%
Forestry; primary job	113132	1.44%	605	565	-6.60%

Top Industries for Mail Clerks and Mail Machine Operators, Except Postal Service

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Advertising and related services	541800	13.09%	19,902	20,577	3.39%
Employment services	561300	6.47%	9,834	9,148	-6.98%
Newspaper publishers	511110	5.47%	8,311	5,233	-37.03%
Federal government, excluding postal service	919999	4.85%	7,382	5,130	-30.52%
Management of companies and enterprises	551100	3.77%	5,728	4,853	-15.27%
Religious organizations	813100	3.71%	5,649	4,983	-11.79%
Data processing, hosting, and related services	518200	3.58%	5,446	5,411	-0.64%
Colleges, universities, and professional schools, public and private	611300	3.16%	4,809	3,954	-17.77%
Printing and related support activities	323100	2.83%	4,298	2,503	-41.76%
Couriers	492100	2.30%	3,494	2,760	-21.02%
Direct insurance (except life, health, and medical) carriers	524120	2.24%	3,403	2,615	-23.18%
Depository credit intermediation	522100	2.16%	3,284	2,461	-25.06%
Electronic shopping and mail-order houses	454100	1.84%	2,798	2,572	-8.06%
Legal services	541100	1.82%	2,760	2,228	-19.27%
Insurance agencies and brokerages	524210	1.42%	2,165	1,800	-16.86%